

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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## Job Posting

<b>Job Title:</b>	<b>Enterprise Accountant</b>
<b>Department:</b>	Accounting
<b>Reports To:</b>	CFO
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	\$40,217-\$52,489
<b>Level:</b>	6
<b>Open Date:</b>	1-19-07
<b>Closing Date:</b>	2-9-07

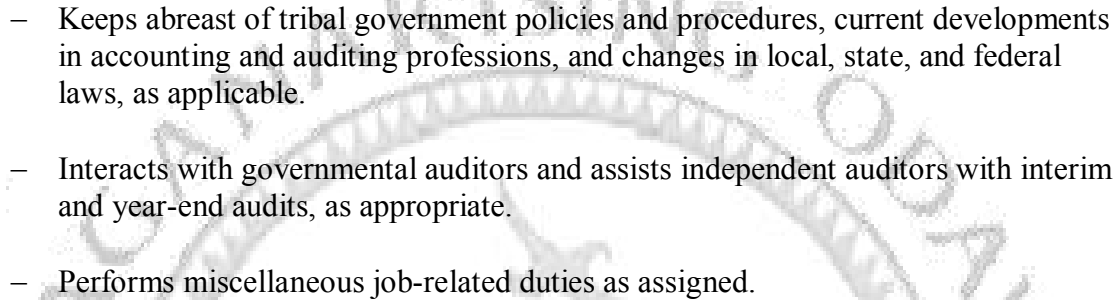
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### SUMMARY

Under the supervision of the CFO, prepares all financial reports, general ledgers, budgets and prepares and advises the CFO regarding needed policy and procedures for proper internal control of the enterprise assets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**  
other duties may be assigned.

- Performs all daily processing and accounting for revenue and expenses of the business enterprise activities of the Tribe. Prepares financial monthly financial reports and cost reports to departmental/business managers. Ensures data integrity, accuracy, completeness, and compliance with tribal, local, state, and federal requirements, and standard accounting and audit procedures.
- Assists management with the monitoring of activities for proper reporting and good business practice.
- Assists with the design and development of all policy and procedures and internal controls necessary for proper functioning of the business enterprise.
- Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses for management and the CFO. Makes recommendations for asset utilization and expenditure control.
- Monitors and maintains appropriate cash levels.

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- Keeps abreast of tribal government policies and procedures, current developments in accounting and auditing professions, and changes in local, state, and federal laws, as applicable.
  - Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate.
  - Performs miscellaneous job-related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

none directly

### **QUALIFICATIONS**

Must be experienced in small business management and accounting, especially in the area of design of adequate internal controls in a small business environment. Must be a self starter, learn quickly, and work well as part of a team. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment.

### **EDUCATION AND EXPERIENCE**

Bachelor Degree in Accounting required, CPA or MBA preferred. Eight years experience in accounting operations required. Five years experience designing, drafting and implementing internal controls and policy and procedures.

### **COMMENTS:**

Native American Preference will apply